



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

March 15, 2012

KEVIN JAHNS, TREASURER
FRIENDS OF NAN HAYWORTH
P.O. BOX 188
CARMEL, NY 10512

Response Due Date
04/19/2012

IDENTIFICATION NUMBER: C00466490

REFERENCE: YEAR-END REPORT (10/01/2011 - 12/31/2011)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

- Schedule D of your report discloses a debt owed by your committee to an individual for "food & beverage." However, there is no corresponding memo entry on Schedule A itemizing the original advance. Please be advised that travel and non-travel advances to a committee staff member or other individual that are not reimbursed within 30 days after payment by cash or personal check, or 60 days after the closing date of the billing statement on which credit card charges first appear, must be disclosed as a memo entry on Schedule A supporting Line 11(a)(i) of the Detailed Summary Page in addition to itemizing it as a debt on Schedule D. Please amend your report to properly disclose this activity or provide clarifying information. (11 CFR §116.5(b) and Advisory Opinion 1992-1)

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than

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just those portions of the report that are being amended.

If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1154.

Sincerely,

A handwritten signature in black ink that reads "Jill Sugarman". The signature is written in a cursive, flowing style.

Jill Sugarman
Sr. Campaign Finance & Reviewing Analyst
Reports Analysis Division